

CALL TO ORDER: President Hill called the meeting to order at 4:07pm at Main on December 17, 2018

PRESENT: Barbara Hill, President; Eric Richardson; Kate McClain, Secretary; Doug Hodnett, Vice-President; Chris Lange, Treasurer; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director, Stephanie Huhn; CPA Bramel & Ackley, Jennifer Timmerman, Youth Services Coordinator; Shawn Fry, Assistant Director, Sherri Slavey, Human Resources Coordinator

PUBLIC COMMENT: No public Comment

APPROVAL OF AGENDA: The agenda was emailed to Board members.

- ✓ **MOTION TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON. SECOND, DOUG HODNETT. APPROVED UNANIMOUSLY**

MINUTES: Minutes of the November meeting, were emailed to Board members.

- ✓ **MOTION TO APPROVE THE MINUTES, ERIC RICHARDSON. SECOND, CHRIS LANGE. APPROVED UNANIMOUSLY.**

BUSINESS:

Boone County Success by 6 Report: Lauren Kathman, Senior Manager BCSby6, presented an update on the work of the organization and the new strategic plan.

Letters from Kelly Elementary: At the November Board Meeting Carrie Herrmann shared a packet of letters with each Board Member from Kelly Elementary requesting that BCPL rename a branch for Chalkie Fleek. The Board discussed the letters.

Surplus Materials: A list of equipment that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of. Most of these items are outdated or broken and will be disposed of in the trash. We will make every attempt to donate or recycle all usable surplus equipment.

- ✓ **MOTION TO SURPLUS ITEMS FROM LIST, DOUG HODNETT. SECOND, ERIC RICHARDSON. APPROVED UNANIMOUSLY**

Branch Update: Jeff West, Facilities Manager is working on an inventory of items that have been stored in the Walton Branch basement for decades. He is creating a list of items that will need to be surplus. Once we surplus the items, we can clean them out of the basement. Most of the items seem to be broken or damaged in some way, making them unusable by the Library or outside organizations.

BCPL now has an account on govdeals.com. The CCOW is currently listed on the site at <https://www.govdeals.com/index.cfm?fa=Main.Item&acctid=12355&itemid=2&preview=1>

The Florence Branch Roof Bid is now available. The bids will be opened on January 16th at 1:30 pm at the Florence Branch. Work has been completed on the electronic marquee sign at the Florence Branch. The existing brick sign was repaired and cleaned. The sign face was removed and the electronic sign installed.

Work is ongoing for the Scheben Branch HVAC system.

Hebron:

- Windows are almost completely installed.
- Masonry work has begun on the exterior.
- The building is on schedule to be completed by early March. However, the parking lot is behind schedule. The option of adding lime to the parking lot soil to stabilize the clay as outlined in the geotechnical report has failed. The new recommendation of Geotechnology was to dig 14 inches rather than 8 inches and add the lime to that soil. Before they reached 14 inches the contractor

encountered a large vein of rock that runs most of the length of the parking lot area. After consultation, this rock has to be removed, more soil added and lime mixed in. At this point we are racing the clock to complete this process before the asphalt companies close for the winter. If we cannot get the first layer of the parking lot poured before they close, this will move the opening of the building to late May or early June.

- We are now at 48 days of lost work due to weather.
- We have a continuous stream of materials from around the system coming into Collection Services for consideration for the Hebron collection. Most of these have been called in by the department, and pending passing a condition check, are re-processed and boxed for Hebron. Others are sent by managers around the system for consideration for Hebron. Many of these titles are being re-processed and boxed as well.

Mapping Usage: Shawn Fry presented about usage at all locations for FY2018. This data was tied to demographics for Boone County.

ACCOUNTANT'S REPORT: Update on audit, investments, and bookkeeping.

ATTORNEY'S REPORT: Report on legislation that may affect the Library during the upcoming session.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted:

We received several requests this month to take donations via credit card. This was not an ability we had. After some research by our webmaster, we have decided to open a Growing Tree Account.

In April, the full staff received a StoryMythos training from Shane Meeker. To take a deeper dive, I invited Shane back to do a workshop for the full management team in August. In September, the full management team took what we learned and brainstormed themes we want to use to tell BCPL's story. The four themes the team chose are Stories, Connections, Lifelong Learning and Customer Experience. Four groups were formed to begin building our stories around those brands. At the December full management team meeting the groups presented their work on how we want to tell our stories around the four themes. This will be work that will be ongoing over the next fiscal year.

The Kentucky Supreme Court published their ruling on the pension bill. They unanimously stated that the pension bill was unconstitutional. You can read the article at <https://www.kentucky.com/news/politics-government/article221665830.html>

I am working with NKU's College of Informatics to conduct a collection audit. A collection audit evaluates the Library's collection to assess gaps. Part of this assessment looks at demographic data (both current and projected for the next 5-10 years) for Boone County and compares that data to the Library's collection. Specifically, I want to look at the collection through the lens of equity, diversity and social justice. I want to know if our collection is portraying different cultures, religions, disabilities, and other factors in a positive light. This will be a capstone project for one of their graduating students.

The IT Department is working with Boone County GIS to create county maps showing households with Library cards and households that use their library cards. All Library locations will be highlighted on the map. Once those maps are created, we plan to work with GIS to map outreach stops.

We have a new video series with our Local History Department called *In The Vault*. The first video is about the Sgt. John Champlin collection. He was a soldier in the Vietnam War and was killed in action. His personal effects and medals were donated to our collection, please check it out:

<https://www.youtube.com/watch?v=Nk7Y3qCym-Q&feature=youtu.be>

The Church of Brethren in Constance is moving out of their building due to structural issues and was concerned about their Mary Amanda Moore baptismal mural. Bridget met with congregation representatives to determine the best outcome for removing the mural for long term preservation. Although BCPL cannot responsibly take ownership of the 6 x 8 foot artwork, Bridget connected the church with Boone County administrators who are interested in the piece for the Old Courthouse Building.

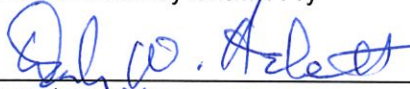
Martha Regenbogen, Business Services Manager, will retire from the Library as of January 1. Martha has been with the Library full time for 25 years

REGIONAL LIBRARIAN'S REPORT: The Regional Librarian's Report was emailed to Board members.

NEXT MEETING: Monday, January 21 at 4pm, at Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:55 pm, motion ERIC RICHARDSON. SECOND, CHRIS LANGE ERIC RICHARDSON. APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary Vice President


President